

**USDA  
OFFICE OF THE CHIEF FINANCIAL OFFICER  
CONTROLLER OPERATIONS DIVISION**

**Customer Fact Sheet for Business Continuity  
2006 Hurricane Season June 1– November 30**

This fact sheet is designed to provide up-to-date information on our operations, employees, and facilities to our USDA customers when a declared or anticipated disaster may disrupt Controller Operations Division (COD) processes at the National Finance Center facilities in New Orleans, Louisiana. COD will implement a phased deployment strategy that will allow our employees to relocate to our Alternate Work Site facilities while continuing to provide customer service. Our goal is to position employees and continue operations in a manner that is transparent to our customers.

**Alternate Work Site Locations**

Grand Prairie, Texas:	Administrative Payments Branch
	IPAC Control Branch
Smyrna, Georgia:	Accounting Processing Branch
	Cash Reconciliation Branch
	Customer Liaison and Training Branch
	Financial Reporting Branch
	Property Reconciliation Branch

**Hours of Operation**

Grand Prairie, Texas:	7:45 a.m. – 4:00 p.m. CST
Smyrna, Georgia:	7:45 a.m. – 4:00 p.m. EST

**How to Contact Us**

Customer Service Inquiry Line	<b>800 - 421 - 0323</b>
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**Fax Numbers**

Travel and Transportation	<b>504 - 426 - 8864</b>
Miscellaneous Payments (including TELE and UTVN)	<b>504 - 426 - 8637</b>
Integrated Acquisition System	<b>504 - 426 - 8247</b>
Information Technology Services	<b>504 - 426 - 8490</b>
Administrative Payments Certification	<b>504 - 426 - 8746</b>

**Mail Delivery**

Please continue to send mail to the New Orleans, Louisiana, post office boxes until notified to do otherwise.

***In the event a disaster is declared, this fact sheet will be updated  
and available on COD's Web site***

As of July 24, 2006